

MEMORANDUM OF UNDERSTANDING (“MOU”)
BETWEEN
THE CHINO VALLEY UNIFIED SCHOOL DISTRICT (“CVUSD”)
AND THE
ASSOCIATED CHINO TEACHERS (“ACT”)

January 16, 2026

The Chino Valley Unified School District (“District”) and the Associated Chino Teachers (“Association”) have entered into a Memorandum of Understanding (MOU) with regard to a pilot program to support Intern Teachers in the 2025-2026 and 2026-2027 school years.

The purpose of this Agreement is to outline the expectations for Site Mentors who support Intern Teachers serving as full-time teachers of record while completing credential requirements during this pilot period.

1. Intern Teacher Overview

- Are full-time District employees and teachers of record
- Receive full salary and benefits
- Complete limited pre-service preparation prior to leading a classroom
- Continue credential coursework for one to two years while teaching full-time

2. Site Mentor Overview

- Are full-time District employees and teachers of record
- Hold a clear credential in the content area for which they provide supervision
- Have a minimum of three (3) years of content area teaching experience in the content area for which they are providing supervision
- Demonstrated exemplary teaching practices, as evidenced by the most recent evaluation showing an overall rating of *meeting or exceeding standards*, with no elements rated as “growth recommended” or “unsatisfactory,” and a recommendation from the site principal

3. Site Mentor Responsibilities

The Site Mentor will attend an initial information session regarding their role and expectations regarding intern site mentors and submit mentor logs to the coordinator for documentation purposes, which can be counted towards their initial 10 hours of required training.

The Site Mentor agrees to provide professional guidance and support to the Intern Teacher, including:

- Offering instructional and professional coaching
- Supporting progress toward Teaching Performance Expectations (TPEs)
- Participating in regular check-ins and collaboration

The Site Mentor support is moderate and may be embedded in:

- PLCs and collaboration time
- Staff meetings
- District or site trainings
- Informal mentoring activities

4. Mentor Support Hours

The Site Mentor will provide approximately 44 hours of support during the school year:

- Up to 10 hours of initial or program information such as effective methods for coaching, adult learning, theory, and pedagogy and instructional practices
- 1 hour per week for approximately 34 weeks

5. Stipend

- Intern Site Mentors shall receive a **stipend of five hundred dollars (\$500)** for each intern teacher they mentor during the school year.
- The stipend shall be paid **over a nine (9) month period**, aligned with the stipend payment schedule used for induction mentors.
- The stipend is intended as compensation for additional duties performed outside the regular scope of the mentor's assigned teaching responsibilities.
- The stipend shall not be considered part of base salary and shall not be used to calculate retirement benefits, overtime, or other salary-based compensation.

6. The grievance procedure provided for in Article 11 of the Collective Bargaining Agreement does not apply to the MOU.

For the Association:



Steven Frazer
President, ACT

For the District:



Grace Park, Ed.D.
Deputy Superintendent

Chino Valley Unified School District
Site Mentor Agreement to Support Teacher Interns

This agreement is between Chino Valley Unified School District and Site Mentor Teacher for the [insert year].

1. Intern Teacher Overview

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5. Agreement

By signing below, all parties agree to the terms of this Agreement.

Site Mentor Name: _____

Site Mentor Signature

Date

District Representative: Teresa Shockley, Coordinator of Teacher Support

Signature

Date